

# **“LITERACY IS OUR GOAL”**

## **LAKE OF BAYS TOWNSHIP PUBLIC LIBRARY BOARD**

MINUTES – MONDAY MAY 28<sup>TH</sup>, 2018, 9:30 AM  
BAYSVILLE LIBRARY

**PRESENT:** Wayne Donaldson, Cathy Hurst, David Walker, Mary Lois Rennie, Terry Glover, Cathy Fairbairn, Ann Rogers, Edith Warr, Jennifer Pearson, Tom Gefucia, Cathy Vanclleaf

**REGRETS:** Tom Gefucia, Mike Peppard, Rod McLean

**GUEST:** Michelle Percival

**CALL TO ORDER:** 9:30 am by Wayne Donaldson

**APPROVAL OF AGENDA:** Motion by David Walker, seconded by Ann Rogers. Carried.

**MINUTES OF LAST MEETING:** Motion to approve Minutes of April 23rd, 2018 by Cathy Hurst, seconded by Jennifer Pearson. Carried.

### **TREASURER’S REPORT:**

Library generated revenue is under budget which is completely normal for this time of the year. Wages and benefits are slightly over but that is related to the reorganization which occurred May 1<sup>st</sup> and should come into line as the year progresses.

Computer services is over because of Mandarin but is more in line than the previous month so showing the proper trend.

Facility cost is under budget despite heating cost but will come into line during the summer months.

At this point, everything is on track.

Motion to accept Treasurer's Report by Edith Warr, seconded by Mary Lois Rennie. Carried

**DISCUSSION:**

Is there a line item for fund-raising? No, that is not part of the operating budget. Operating budget should be covered by the Township. Materials budget is usually covered up until September then the Friends cover the rest of the year.

The net cost of the Library not including facilities is 5.9% of the general tax levy. If you include facilities, it come to 6.9%. The number of tax bills sent out comes to 6,635 so the average cost per tax bill comes to just under \$4.00 per month.



**Lake of Bays Township Public Library CEO  
Report**

**April 2018**

The Lake of Bays Public Library is dedicated to support and protect intellectual freedom, to promote opportunities for self-fulfillment and to cultivate the recreational, educational and informational needs of the community.

**CEO Report for April 2018**

On behalf of Lizann Brunskill and herself, Cathy Fairbairn thanks the Board for trusting the two of them in their new positions.

#### Branch Updates:

- Busy month as all staff prepared for CEO's retirement. Training and succession planning was successful. Staff filling new roles felt prepared and excited to move forward.

#### Statistical Reporting:

- New format to include strategic goal statistics (social media). I'm looking for your input as to which statistics will enable you to feel informed.

*Do we leave in volunteer hours? Yes. If we are using lots of volunteer hours, then are we understaffed. We are going to start to track board hours and reassess in 6 months.*

#### Accreditation:

- Our accreditation audit took place on April 27th by Sols staff, Peggy Malcolm, and accreditation council member Deb Duce. Here is the overview from the audit report:

We only have 3 items that need some work or are missing;

1. The multi-year accessibility plan
2. Annual review of workplace violence ad harassment policies
3. The Indigenous awareness and reconciliation statement

*Linda Lacroix pushed really hard to get this done.*

#### Muskoka CEO's:

- The Muskoka CEO's met with Norm Miller at his office on April 4th to talk about libraries and their importance to their communities. We also talked about the importance of increasing funding to continue the great work being done.

#### Friends:

- Baysville - May 26th was their 'Barn Burner' themed silent auction & dinner
- Dwight - Will have raffles available soon of Blue Jays tickets, 12 bottles of wine and a summer long 50/50 draw.

Statistics:

I am including the monthly statistics, in the format you have been receiving them, until we can discuss together. Please see attachments in the email.

Thank you,  
Cathy Fairbairn

*The end of June is the OLS SuperConference and award presentation. The job posting was reissued and there are two strong candidates applying. Michelle Percival has asked Cathy to join the Township Management Meetings.*

Motion to accept CEO Report by David Walker, seconded by Cathy Hurst.  
Carried

#### **DECISION/DISCUSSION ITEMS:**

##### Dwight Library Update:

The fundraising committee is continuing to work on ideas. The bookmarks were done by Elaine Griffioen and Carol Stueck. At this point, the Friends of the Library made for the capital outlay. Thanks to everybody involved. Does the Library Board have any discretionary money to help pay for capital outlay? Cathy F. will talk to Tom about how we can go about it.

On July 11<sup>th</sup>, H.O.L.D., the Dwight Business group will host a Marche-style evening with treats from local restaurants. The money garnered will go to the Library Fund. The Library Fundraising Committee will help by holding a silent auction so items are needed. The Committee is going around trying to collect items and if anybody can offer any, please let us know.

We are looking at hosting various special parties hosted by private individuals but with money raised going to the Library Fund. Cathy Hurst to host one on August 11<sup>th</sup> with special guest Roy McGregor.

##### Update on Communication with Tony Clement and Brenda Rhodes.

Wayne sent emails to Norm Miller and Brenda Rhodes about what we do and asking for their support if they won the election. He will send to the other provincial candidates.

Wayne also met with Tony Clement and went through the Dwight expansion with him. Wayne asked for a letter from him indicating his support that we could use in our grant application when the Federal Government asks for applications.

The Library and Political Elections Policy: Motion to accept by Mary Lois Rennie, seconded by Ann Rogers. Carried

Respect and Acknowledgment Declaration Statement Policy: We need to have a policy in place for accreditation. What do we need to do? Put a sign on the Library wall or do we read a statement at the beginning of each meeting. Mary Lois Rennie thinks that it is a very important declaration. We are still looking into it further.

Planning Policy: Needs to be changed.

**Strategic Plan Follow up:**

Cathy Fairbairn did a good job at putting this together.

Motion to accept the Strategic Plan by Edith Warr, seconded by David Walker. Carried

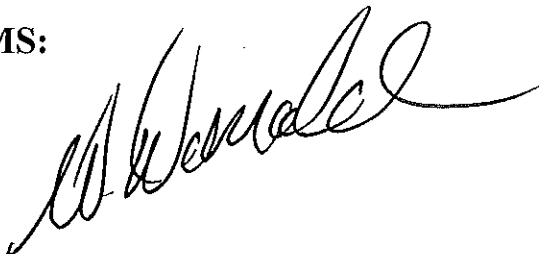
**Motion to go into Closed Session:** Motion by Wayne Donaldson at 11:16, seconded by Ann Rogers.

Personnel issues were discussed

**Motion to go out of Closed Session:** At 11:39 motion made by Mary Lois Rennie, seconded by Wayne Donaldson. Carried

**FUTURE AGENDA ITEMS:**

- Talking Points
- Social Media Policy



**MOTION TO ADJOURN:** Ann Rogers at 11:40, seconded by David Walker. Carried

**NEXT MEETING:** Monday, June 25th, 2018, 9:30am, Dwight